



Strive For Success

Academic and Enrichment Youth Center

Assistant Director Job Listing

Overview

Strive for Success (SFS) is a Faith Based Christ-Centered non-profit organization designed and dedicated to helping at-risk youth, grades 3rd-8th, in Iowa City, and surrounding areas succeed in school, life, and society. The mission of SFS is to help at-risk youth reach their fullest potential by providing specialized academic tutoring and other productive services that enrich both the student and their family. As the program expands SFS will work with 9-12th grade students and provide scholarships for these students pursuing higher education in vocational schools as well as 2year and 4year colleges/universities.

Assistant Director Job Description

Open: August 1st, 2016- August 29th, 2016

Strive For Success is seeking a full-time Assistant Director. The Assistant Director will report to and work closely with the Executive Director and will be responsible for all aspects of agency operations, including operations and program management, administration, and human resources. The assistant director will strengthen existing and create new community partnerships in support of the mission of Strive For Success. The Assistant Director is responsible for continuing the development of major gifts, planned giving, grant writing, solicitation, and in-kind resources to support the operational, outreach and educational needs of Strive For Success presently and in the future. Please see further detailed qualifications below.

Primary Duties and Responsibilities

The Assistant Director will work with the Executive Director to perform all of the following:

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Foster effective team work between the Board, the Executive Director, and staff
- Attend Board meetings, and act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent the organization at community activities to enhance the organization's community profile

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of its clients, Board, and Funders
- Oversee the efficient and effective day-to-day operation of the organization
- Along with the Executive Director help draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis, and recommend changes to the Board as appropriate
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agenda and supporting materials

Program planning and management

- Work with the Executive Director to oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain and improve quality
- Assist with the planning, implementation, execution and evaluation of special projects

Human resources planning and management

- Help determine staffing requirements for organizational management and program delivery
- Assist with the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Help recruit, interview and select staff that have adequate training and education to help further the organization's mission
- Ensure that all staff have a background check and approved status, and provide orientation to all staff and ensure appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate protocol procedures

Financial planning and management

- Work with Executive Director and the Board (Finance Committee) to prepare a comprehensive budget
- Work with the Executive Director to secure adequate funding for the operation of the organization
- Research funding sources, help assist with the development of fund raising plans, write funding proposals and grants to increase the funds of the organization
- Participate in fundraising activities as appropriate (including semi-annual fundraisers)
- Ensure that sound bookkeeping and accounting procedures are followed (through working with our accountant)
- Help administer funds of the organization according to the approved budget and monitor the monthly cash flow of expenses
- Provide the Board with comprehensive, reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all federal and state legislation covering 501(c)3 status and proper documentation is presented to IRS including all taxation forms

Community relations/advocacy

- Communicate with funders/donors to keep them informed of the work and progress of the organization including improvements in academic and behavior performance of each student
- Establish good working relationships and collaborative arrangements with community agencies/organizations, including funders, local and state government officials, and other organizations to help achieve the goals of the organization

Risk management

- Identify and evaluate the risks to the organization including (students, parents, staff, employees, and volunteers), property, finances, goodwill, and implement measures to control risks
- Help assist Executive Director to ensure students are consistent and complete a full year of the program (Exceptions include moving or having to be removed for extreme disciplinary actions such as threats or violence to staff, volunteers, or employees)
- Ensure that the Organization including the Board of Directors carries appropriate and adequate insurance coverage
- Communicate with and have a plan of action in place with our attorney regarding all legal issues

Required Knowledge, skills and abilities

- Excellent interpersonal and communication skills including verbal, written, and public speaking with clarity and tact
- Ability to provide excellent leadership, wisdom and knowledge to all volunteers and staff
- Ability to carry out responsibilities with little or no supervision
- Detail oriented with the ability to manage projects from inception through execution
- Excellent computer literacy in Microsoft Office and data base management including Excel spreadsheets
- Demonstrate skills and knowledge in Marketing, Communications, and Public Relations
- Strong creative, strategic, analytical, organizational, and marketing skills
- Ability to prioritize and delegate tasks to ensure productivity and completion of goals and objectives

Acceptable Experience and Training

- Have a bachelor's or master's degree, at least two years experience working in public relations or non-profit management, marketing, or a related field
- Previous experience with non-profit development, fundraising, and donor relations.
- At least two years of management experience, with strong skills in conflict resolution, and problem solving skills
- Ability to teach weekly bible study lessons from the Holy Bible without including any personal beliefs or denominational doctrines

Required Special Qualifications

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the success of the organization and the youth we will serve
- Agree with and be willing to uphold the Commitment of Care of being part of a Faith Based Christ-Centered Non-Profit Organization, and uphold the mission, vision, and policies of Strive For Success
- Faithfully attend a bible-believing church

Salary commensurate with qualifications and experience; benefit package available

If this position excites you and you feel you possess the gifts necessary for this position, please send a cover letter, resume, and three personal reference letters to:

Executive Director, Caleb Thomas at: successfullyouth@live.com